

TOWN OF HOLLISTON

JOB DESCRIPTION

Job Title:	Library Cataloger	Date:	6/19/2012
Department:	Technical Services Department/ Public Library	Grade:	300
Reports to:	Assistant Library Director	FLSA:	Non-Exempt

SUMMARY

Responsible for cataloging library material to include print and electronic media.

ESSENTIAL FUNCTIONS

Catalog material using automated system; catalog acquisitions and tracks materials in circulation.

Provide reference and reader's advisory services for children, youth and adults.

Order office and library supplies.

Administer museum pass program.

SECONDARY RESPONSIBILITIES

- Provide back-up to other library staff, as needed.

Performs other position-related duties, as assigned.

QUALIFICATIONS

Minimum Training and Experience

Requires some college (preferably in Library Science) and 1 year's job-related experience. Requires computer literacy in office software: word processing, spreadsheets and databases, as well as circulation and cataloging software.

Tools and Equipment Used

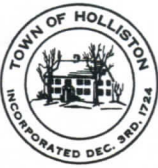
The employee is required to use a personal computer and general office equipment.

Physical Demands

The physical demands listed are representative of those that must be met by the employee to successfully perform the essential functions of this job. Reasonable accommodations to ensure individuals with disabilities can perform essential functions are considered.

While performing the duties of this job, the employee is frequently required to talk, hear, stand and walk. The employee must regularly lift and/or move materials, weighing up to 10 pounds.

The employee must have good vision to view computer screens, numbers and text and view documents for general understanding. Work requires manual dexterity in combination with eye-hand coordination for keyboard input, data entry, filing and material/book handling.



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Work Environment

The work environment characteristics described here are representative of those that the employee encounters while performing the essential functions of this job. Reasonable accommodations to ensure individuals with disabilities can perform essential functions are considered. Work is performed in an open setting with public traffic.